

## **REVISED FY10-11 OPEN SEASON PARKING ALLOCATIONS POLICY**

**ALLOCATING PARKING SPACES:** Parking assignments will be made in the following priority order:

**O** – Official Government-owned/leased vehicles.

**H** - Handicapped: Disabled employee in need of accessible parking. FMR definition: “Handicapped employee means an employee who has a severe, permanent impairment which for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment who is driven to work by another.” Requests for disabled parking require completion of “Physicians Certification Application for Disabled Parking” and “Federal Occupational Health Authorization for Disclosure” forms. Determination is made by a U.S. Public Health Service, Federal Occupational Health (FOH) physician. Refer to the Permanent and Temporary Disabled Parking procedures for additional information.

**A** - Heads of Bureaus of Offices. Each head of bureau and office is allocated one (1) Category A permit.

**C** - Carpools. Applicant is a permanent, full-time Interior employee with a duty station at the Main or South Interior Buildings; lives at least one mile from his/her duty station; and has at least three regular riders. Carpools with less than four members will be considered for parking only after all other qualified requests have been accommodated. Carpools with less than four regular members may be “bumped” from their parking space by larger carpools or other priority parking.

**Note:** Ridesharing boards are located in the 1400-east corridor and additional assistance may be obtained in room 1420-MIB. Also, you may contact Commuter Connections at telephone 1-800-745-RIDE or at <http://www.mwcog.org/commuter2/>.

**V** - Vanpools. Applicant is a permanent, full-time Interior employee with a duty station at the Main or South Interior Buildings; lives at least one mile from his/her duty station; and has at least three regular riders. Vanpools must have at least eight regular members.

**B** - Individuals required to **CONSIDERABLY** beyond their official duty hours and/or work long and unusual hours on a REGULAR basis may be considered for CATEGORY B. This category of parking requires justification and certification by the head of the Bureau/Office. Category B allocation and site breakdown is based on level of office and office population. To allow for optimal use of the spaces available and ensure fairness, space assignments will be allocated among the three DOI locations – MIB, SIB and FRB. Staying with their allocations, **Bureau/Office heads determine who parks and the location of the parking facility location.**

## **REVISED FY10-11 OPEN SEASON PARKING ALLOCATIONS POLICY**

**R/A - Regional A** are bureau/office heads not located in either the Main or South Interior Buildings, but has to frequently come to headquarters to conduct business qualifies for a parking space.

**R/B – Regional B** are senior executives not located in either the Main or South Interior Buildings, but has frequent business at headquarters and is often summoned with minimal notice may qualify for a parking space. Regional B parking requests must be endorsed by the bureau/office head and approved by DAS-TIBS.

Regional A and/or B parking assignments will not count against bureaus and/or offices' overall Category A & B allocations.

**E** - Employees whose duties require them to be “on-call” during and after-duty hours for essential operation of Interior Complex facilities (designated Emergency Personnel), protection of Interior property, or response to Interior Complex-related emergencies. This may include employees who have responsibilities in support of the Occupant Emergency, Continuity of Operations and Continuity of Government Plans.

**Clean Fuel (CF) and High Fuel Efficiency (HFE)** – In an effort to benefit the environment, support sustainability and promote energy efficiency, limited parking spaces are dedicated to CF and HFE vehicles.

That means employees who drive privately owned hybrid and alternative fueled vehicles powered by clean fuel qualify for a parking assignment at the Federal Reserve Martin Building, until capacity is reached. Examples of vehicles that qualify include, but are not limited to, the Toyota Prius, Honda Insight/Civic, Ford Escape/Fusion, Lincoln MKZ, and Mercury Mariner hybrids. CF vehicles are categorized as vehicles burning compressed natural gas, electricity, bio-diesel, ethanol, methanol, hydrogen, and propane.

HFE petroleum-fueled vehicles achieving an EPA rating of 35 highway MPG or more will also qualify for parking at the Federal Reserve Martin Building, until capacity is reached. Examples of vehicles that qualify include, but are not limited to, Ford Fiesta SFE, Toyota Yaris (manual), Smart Fortwo, Volkswagen Jetta/Golf (manual/diesel), Hyundai Sonata (manual), Honda Accord (automatic 2.4 L), and Audi A-3 (automatic diesel).

Applicants who request parking under these categories must use a qualified CF and HFE vehicle based on EPA ratings as their primary commuting vehicle. Applicants with riders have a higher priority placement over single occupancy CF and HFE vehicles.

## **REVISED FY10-11 OPEN SEASON PARKING ALLOCATIONS POLICY**

**M/B** - Motorcycles/Bicycles – will be required to complete an application to obtain a parking permit for security/control purposes.

**Non-Departmental Service Providers** - One permit will be provided for each of the Departmental service providers (e.g., IDRA, Credit Union, Sodexo, Custodial, Guest Services Inc., GSA, etc.) and generally assigned to the project manager. Only support activities providing vital agency-mandated service and extended hours of operation will be considered for MIB parking; otherwise, parking is assigned at the FRMB. Additional permits may be authorized by the DAS-TIBS.

### **BUREAUS / OFFICES CATEGORY A/B PARKING ALLOCATIONS FORMULA**

The Main Interior Parking Office assumes overall management of these parking allocations, i.e., assignment, location, distribution and retrieval as well as parking facility management and parking permit control. Category A/B parking allocations are set apart for the special purpose of bureau/office heads to designate office staff to receive parking in order to facilitate their daily operations plan and/or rapidly changing business priorities. The following criteria dictate how the Parking Office will allocate parking in a fair and balanced manner to bureau/offices.

In priority order, bureau/offices are allocated parking according the following criteria: Category (A and B), Population in MIB/SIB, Population in the Immediate Vicinity, Direct Reporting Offices, and Special DAS-TIBS Allocations.

#### **1. CATEGORY ALLOCATION**

- **Category A Allocations** – Allocations assigned to Secretary, Assistant Secretaries, Solicitor, Deputy Secretary, Inspector General, and Heads of Bureaus and Offices.
  - **Category A designee** – allocated one (1) Category A parking assignment.
- **Category B Allocations** – Allocations apportioned to Bureau/Office heads to designate for their staff to receive parking permits.
  - **Secretary and Deputy Secretary** is allocated up to a total of thirty – one (31) Category B permits.
  - **Assistant Secretaries** are each allocated up to seven (7) Category B permits.
  - **Departmental Headquarters Offices**, the heads of which report directly to the Secretary/Deputy Secretary (e.g., OST, OCL, OCO, and OES), are allocated up to nine (9) Category B permits. Departmental Headquarters Offices populations are range size; therefore total allocations will reflect those variances.
  - **Bureaus and the Inspector General** are allocated up to eleven (7) Category B permits and may be allocated one additional permit for each 25 employees stationed at the Interior Complex.

## **REVISED FY10-11 OPEN SEASON PARKING ALLOCATIONS POLICY**

- **PMB Deputy Assistant Secretaries (DAS), the Office of the Solicitor (SOL), and the National Business Center** is allocated one (1) Category B permit per organization.
- **Special Offices and Commissions** assigned to the Department with no direct oversight by a bureau/office receive one (1) Category B parking permit or as determined by the DAS-TIBS.

### **2. POPULATION ALLOCATION**

- **Population in MIB/SIB Allocations**
- **Secretary and Deputy Secretary** is allocated an additional three (3) Category B permits.
- **Bureaus and the Inspector General** are allocated one (1) additional permit for every 25 employees stationed at the Interior Complex.
- **PMB Deputy Assistant Secretaries (DAS), the Office of the Solicitor (SOL), and the National Business Center** are allocated one (1) additional permit for every 25 employees stationed at the Interior Complex will be issued to the DAS, SOL, and NBC.
- **Population in the Immediate Vicinity Allocations** – Bureau/Office having 100 or more employees within immediate vicinity (such as – 1600 L St.) of the Interior Complex, and having no subsidized parking, will receive one (1) additional Category B permits at the FRB for every 100 employees.

### **3. DIRECT REPORTS ALLOCATION**

- **Direct Reporting Offices**
- **PMB Deputy Assistant Secretaries (DAS), the Office of the Solicitor (SOL), and the National Business Center** are allocated one (1) additional Category B permit for each direct reporting office.

### **4. DAS-TIBS ALLOCATION**

- **Special DAS-TIBS 2010 Allocation** – During FY10-11 Open Season, this **one time Category A/B allocation** increase was distributed throughout the bureau/offices to accommodate growing demands for parking permits. Offices that were over allocated due to changes in organizational structure and/or increased populations received additional parking allocations to meet their offices' growing needs. 104 additional Category B parking allocations were meted out – 41 MIB, 3 SIB, and 60 FRB. However now that Main Interior, South Interior and Federal Reserve Board are at maximum capacity, no further special adjustments can be accommodated for offices.
- **MIB/SIB Parking Space Increase Formula** – determined by offices/bureaus population & office level: (a) 1 additional parking space for office/bureaus < 25 people; (b) 2 additional spaces for offices/bureau > than 26 but < than 100 people; (c) SOL and AS/IA - receive 3 additional parking spaces - due to population & office level; and LSM is located in

**REVISED FY10-11 OPEN SEASON  
PARKING ALLOCATIONS POLICY**

the South Interior, therefore the increase is reflected in an increase in SIB allocations rather than MIB.

- FRB Parking Space Increase Formula – determined by offices/bureaus population & office level: (a) < than 10 receive 1 parking space; (b) population 11-24 receive 2; (c) population 25-50 receive 3; (d) populations 51-100 receive 4; (e) and > than 100 receive 5.
- Parking allocations are subject to increase or decrease based up parking space availability, office size/composition and total number of parking requests.